



City of Charleston
An Equal Opportunity Employer

Employment Opportunities

January 4, 2013

The City of Charleston is accepting applications for the following positions. For each position, we are including a short description, the minimum requirements and other important information. For a complete job description for any particular position, contact the *Human Resources Division at 724-7388*. This document as well as our employment application form and other application information are available by visiting our employment *website at:*

www.charleston-sc.gov/employment

You can also call our Jobline at 843-720-3907 to listen to the available positions listing. Please note that applications/resumes must be received by the Human Resources Department by 5pm on the closing date.

For your convenience, this document categorizes our current employment opportunities according to the type of position on the following pages:

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RECREATION POSITIONS

Position: Scorekeeper

Dept/Div: Recreation/Athletics

Position Type: Seasonal (Afternoons, Evenings, and Weekends)

Authorized Hiring Range: \$7.62 / Hour

Application Deadline: January 11, 2013

Assists in conducting athletic activities at recreation facilities by performing the following duties. Monitors each team's roster and player information in the scorebook. Monitors the score clock. Monitors participants and volunteers to ensure orderly conduct. Assists the athletic staff in the supervision of games. Assists the athletic staff in the set-up and break down of equipment. Performs other duties as assigned. **Requires: This entry-level position requires a high school diploma or GED or, if a student, the pursuit of a high school diploma. No experience is required, however, 3 – 6 months is preferred. Current SC driver's license is preferred. CPR certification is required within 6 months of employment. First Aid certification is required within 6 months of employment.**

Position: Water Safety Instructor

Dept/Div: Recreation/Aquatics

Position Type: Regular, Full-Time

Authorized Hiring Range: \$10.58 / Hour

Application Deadline: January 11, 2013

****\$150 Sign-On Bonus after 90 days of employment!!****

Responsible for serving as a pool Lifeguard and for teaching program classes. Instructs Water Safety Classes for all age levels and skill abilities and maintain records of these classes. Maintains the cleanliness of the locker rooms, pool area and aquatic equipment. Performs Lifeguard rotation duty and maintains safety throughout the facility. Maintain the cleanliness and healthiness of the pool water. Administers First Aid / CPR when necessary. Enforces rules and regulations of the facility. Answers questions from the public. Acts as Pool Manager in case of absence. Conducts or officiates swim meets. **Requires: High School Diploma (or GED) and one year related experience and/or training; or equivalent combination of education and experience. Previous experience as a lifeguard is preferred. Valid Driver's License. First Aid/CPR for Professional Rescuers. American Red Cross Water Safety Instructor. American Red Cross Lifeguard Certificate.**

Position: Water Safety Instructor
Dept/Div: Recreation/Aquatics
Position Type: Regular, Part-Time
Authorized Hiring Range: \$10.58 / Hour
Application Deadline: Open until filled.

****\$150 Sign-On Bonus after 90 days of employment!!****

Responsible for serving as a pool Lifeguard and for teaching program classes. Instructs Water Safety Classes for all age levels and skill abilities and maintain records of these classes. Maintains the cleanliness of the locker rooms, pool area and aquatic equipment. Performs Lifeguard rotation duty and maintains safety throughout the facility. Maintain the cleanliness and healthiness of the pool water. Administers First Aid / CPR when necessary. Enforces rules and regulations of the facility. Answers questions from the public. Acts as Pool Manager in case of absence. Conducts or officiates swim meets. **Requires: High School Diploma (or GED) and one year related experience and/or training; or equivalent combination of education and experience. Previous experience as a lifeguard is preferred. Valid Driver's License. First Aid/CPR for Professional Rescuers. American Red Cross Water Safety Instructor. American Red Cross Lifeguard Certificate.**

Position: Lifeguard
Dept/Div: Recreation/Aquatics
Position Type: Regular, Part-Time
Authorized Hiring Range: \$9.23 / Hour
Application Deadline: Open until filled.

****\$150 Sign-On Bonus after 90 days of employment!!****

Monitors activities in swimming areas to prevent accidents and provide assistance to swimmers by performing the following duties. Cautions swimmers regarding unsafe areas. Rescues swimmers in danger of drowning and administers first aid. Maintains order in swimming areas. Inspects facilities for cleanliness. Cleans and refills swimming pool. Determines chlorine content and pH value of water with water testing kit. Conducts or officiates swimming meets. Gives swimming instructions. Performs other duties as assigned. **Requires: High school diploma (or actively in pursuit thereof) or general education degree (GED); and six months of related experience and/or training; or equivalent combination of education and experience. Valid South Carolina Driver's License. American Red Cross Lifeguard Certificate. First Aid/CPR for Professional Rescuers. This job requires no computer skills.**

Position: Snack Bar Worker

Dept/Div: Recreation/Athletics (Governor's Park/Daniel Island)

Position Type: Regular, Part-Time

(Includes: afternoons, evenings, and weekends)

Schedule varies depending on when we have games.

Weeknights: 5:00pm-9:00pm Saturdays: 8:00am-1:00pm

Authorized Hiring Range: \$8.39 / Hour

Application Deadline: January 11, 2013

Takes food orders and serves restaurant patrons at counters or tables by performing the following duties. Takes orders from customers. Assists with completing order from steam table and serves customers at tables or counter. Accepts payment and makes change, or writes charge slip. Cleans counter and tables. Performs other duties as assigned. This job requires no computer skills. Knowledge of cash register usage is preferred. **Requires: This entry-level position requires a high school diploma or general education degree (GED), if a student, the pursuit of a high school diploma; and three to six months of experience of experience and/or training; or an equivalent combination of education and experience.**

Position: Assistant Recreation Coach

Dept/Div: Recreation/Aquatics

Position Type: Regular, Full-Time

Authorized Hiring Range: \$11.15 / Hour

Application Deadline: January 11, 2013

Responsible for assisting the Head Recreation Coach in program development for competitive recreation participants, the training of athletes and the teaching recreational classes, as required. Coaches competitive year-round program with measurable goals and objectives. Assists the Head Recreation Coach in developing an overall training program to prepare athletes to compete, and establishes a competitive training schedule for team members. Monitors individual athletes' progressions on skills and techniques. Assists in training all other coaches in the program(s). Assists in the development of a full meet schedule for all levels of teams. Choreographs team routines. Assists in the development and presentation of information packets for parents and athletes. Works with other Recreation Department staff and associated booster clubs. Performs other duties as assigned. **Requires: Associate's degree (AA/AS) or equivalent in a related field; and two years related experience and/or training; or equivalent combination of education and experience. Valid South Carolina Driver's License. First Aid / CPR certification. United States Swimming (U.S.S.) Coach certification. To perform this job successfully, an individual should have a basic knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.**

SERVICE, MAINTENANCE, DRIVING, AND SKILLED TRADE POSITIONS

Position: Lead Construction Worker
Dept/Div: Parks/Construction
Position Type: Regular, Full-Time
Authorized Hiring Range: \$11.15 / Hour
Application Deadline: January 18, 2013

Responsible for constructing, maintaining and repairing public facilities, property, streets, sidewalks or rights-of-way using a variety of machines, tools and equipment. Instructs other members of crews in proper operational procedures and techniques. Assists the supervisor in coordinating the tasks to be performed by the crew; supervises the crew in the absence of the supervisor. May requisition or purchase supplies and equipment. Performs a variety of manual duties using various tools depending upon the assigned crew. May remove, pour and finish cement sidewalks and curbing. May lay brick, cinder block, bluestone, Belgium Block and other special construction materials. May cut, remove and replace asphalt streets. May cut, repair and lay concrete, drainage pipes and/or drainage catch basins. Plants sod and grass seed on City rights-of-way. Drives a pickup truck to deliver tools, materials, equipment, etc. Performs any other related duties as assigned. **Requires: This position requires a high school diploma/GED and two years of related experience; or an equivalent combination of education and experience. Valid South Carolina Driver's License.**

Position: Crew Leader
Dept/Div: Parks/Urban Forestry
Position Type: Regular, Full-Time
Authorized Hiring Range: \$12.26 / Hour
Application Deadline: January 11, 2013

Responsible for leading a crew in the maintenance of trees on City property or in rights-of-way using a variety of machines, tools and equipment. Identifies tree species and recognizes species characteristics. Has the ability to tie knots such as bowline, half-hitch, square knot, timber hitch among others and handle rope associated with tree work. Properly and safely operates wood chippers and stump grinders used in Urban Forestry work. Fell trees of various sizes safely and efficiently. Climbs and works in trees with a rope and saddle in a safe and efficient manner. Knows how to properly plant trees. Supervises maintenance crew maintaining City trees using various equipment and hand tools. Performs work of subordinates including: Pruning limbs from tree using chain saws, handsaws, and shears; removing dead and/or hazardous trees; controlling traffic as needed around work-site; performing emergency service before or after normal working hours; analyzing and evaluating maintenance needs and tree conditions, etc. Maintains all equipment and tools in good working condition. Inspects work areas to determine type of work required and materials and equipment to be used. Studies production schedules and estimates worker hour requirements for completion of job assignment. Interprets policies to workers and enforces safety regulations. Interprets job orders to workers, and assigns duties. Establishes or adjusts work procedures to meet production schedules. Recommends measures to improve production methods, equipment performance, and quality of output. Initiates or suggests plans to motivate workers to achieve work goals. Confers with other supervisors to coordinate activities of the division. Performs activities of workers supervised. Performs any other related duties as assigned. **This position requires a high school diploma/GED and five years of experience with similar work; or an equivalent combination of education and experience. Valid Commercial South Carolina Driver's License - Class B. Certified International Society of Arboriculture (ISA) Arborist preferred.**

City of Charleston Police Department Employment Opportunities

The Charleston Police Department is pleased to announce the following open positions. If you meet the requirements for a position and are interested in applying, please submit an application for employment to the Personnel Department located at 180 Lockwood Blvd.

All civilian positions listed require a high school diploma or higher where indicated and sworn positions require a Bachelor's Degree and above or Associate's Degree with 4 years experience in law enforcement or 4 years military experience as military police, special intelligence, CID (criminal investigations division or EOD (explosive ordinance division). All qualified applicants must possess a clean criminal history and successfully complete the following: polygraph test, drug screening, and background investigation. All sworn and certain civilian positions will also be required to successfully complete a psychological evaluation, and oral board interview.

To learn more about the Charleston Police Department, or download an application, visit them on the internet at: www.Charleston-pd.org. For additional assistance feel free to contact the Personnel Department at (843) 720-2489.

IMPORTANT

You must submit a Police Dept. application to be considered for any Police Dept. position.

Please visit our employment page to download a Police Department application.

www.charleston-sc.gov/employment

Applications can be submitted in person, by mail, fax, or by e-mail.
Fax to: 843-577-2806 E-mail to: molettef@charleston-sc.gov

Position: Polygrapher
Dept/Div: Police
Position Type: Regular, Full-Time
Authorized Hiring Range: \$44,849-\$53,926 / Year
Application Deadline: Open until filled
[**Click Here to download an application**](#)

Responsible for the administration of polygraph tests by performing the following duties. Administers polygraph examinations. Gathers facts and information from police officers to formulate questions. Conducts pre-test interview of subject to determine attitude and demeanor. Reads and interprets polygraph charts. Selects best polygraph technique for examination. Interrogates both major and minor offenders when necessary. Prepares reports and records and forwards to appropriate division or agency. Maintains records and files on all subjects interviewed, examined and interrogated. Coordinates polygraph scheduling and testing to assist local, state, county and federal agencies, testifies in court regarding confessions obtained from polygraph examination. Performs other duties as assigned. **Requires: Bachelor's Degree (BA/BS) or equivalent; and two to four years related experience and/or training; or an equivalent combination of education and experience. Certification by the American Polygraph Association. To perform this job successfully, an individual should have extensive knowledge of Microsoft Windows, Outlook, Excel and Word or similar software. Valid South Carolina Driver's License.**

Position: Telecommunicator
Dept/Div: Police
Position Type: Regular, Full-Time and Part-Time positions available
Authorized Hiring Range: \$14.80 / Hour
Application Deadline: Continuous
[**Click Here to download an application**](#)

Operates municipal emergency call system, radio transmitter and receiver, and telephone switchboard by performing the following duties. Receives incoming police calls by telephone or through alarm system. Determines type and number of units to respond to emergency. Notifies police station and initiates response. Relays messages from scene of crime or incident, such as requests for additional help and medical assistance. Records date, time, type of call and destination of messages received or transmitted. Maintains activity, code, and locator files. Tests various communications systems and reports malfunctions to maintenance units. Operates telegraph to relay code as back up if transmitter fails. Performs other duties as assigned. **Requires: Associate's Degree (AA/AS) or equivalent; and two years of related experience and/or training; or equivalent combination of education and experience. Valid South Carolina Driver's**

License. To perform this job successfully, an individual should have extensive knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.

Position: Director of Emergency Management

Dept/Div: Police

Position Type: Regular, Full-Time

Authorized Hiring Range: \$49,245-\$58,710 / Year

Application Deadline: February 1, 2013

[Click Here to download an application](#)

Administers and evaluates the City of Charleston's emergency management program as well as developing policy, planning, coordinating, and implementing emergency management program. In coordination with the Public Information Officer and Director of Public Information, coordinates, and directs public relations activities for the City Charleston emergency management program. Involved in all phases of emergency management for operations and planning, and coordinates activities to reduce the City's vulnerability to hazards, by performing the following duties. Advises the Chief of Police on all operational and technical matters related to the emergency management program section(s) or function(s) assigned; defines goals and objectives; develops and recommends policies and operating procedures for the implementation of public safety programs and homeland security activities in the City of Charleston. Formulates and updates as needed emergency management plans and operating procedures to be used in response to and recovery from natural and man-made disasters/emergencies such as hurricanes, tornadoes, earthquakes, industrial accidents, terrorist attacks, etc. Thorough knowledge of state, federal and local laws, ordinances, and regulations dealing with public safety, emergency management, and homeland security. Emergency operations Center maintenance and operational readiness, knowledge of ICS concepts, structure, and operations and NIMS operating doctrine, policies and procedures. Ensures that all City emergency operating plans are consistent, up-to-date and in compliance with State laws and FEMA regulations. Performs other duties as assigned. **Requires: Bachelor's degree (BA/BS) or equivalent; and four to six years of related experience and/or training; or equivalent combination of education and experience. Valid SC Driver's License. Required certifications: FEMA ICS-100: Introduction to Incident Command System; FEMA ICS-200: Incident Command System (ICS) for Single Resources and Initial Action Incidents; FEMA ICS-300: Intermediate Incident Command System (ICS) for Expanding Incidents; FEMA ICS-400: Advanced Incident Command System (ICS), Command & General Staff/Complex Incidents; FEMA IS-700: National Incident Management System (NIMS) – An Introduction; FEMA IS-800: National Response Framework - An Introduction. The following certifications are required within 4 months of employment: FEMA IS-701, FEMA IS-702, FEMA IS-703, FEMA IS-704: NIMS Communications and Information Management, FEMA IS-775: EOC Management and**

Operations. Note: may be required to obtain and maintain a Security Clearance. To perform this job successfully, an individual should have a thorough knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.

Position: Police Officer

Dept/Div: Police

Position Type: Regular, Full-time, Rotating shifts

Authorized Hiring Range: Depending on qualifications

HS + 6 years law enforcement/ military experience- \$34,422.17 / Year

AA/AS + 4 yrs law enforcement/ military experience-\$36,798.05 / Year

BA/BS-\$39,337.88 / Year

MA/MS-\$42,053.00 / Year

JD-\$44,934.83 / Year

Application Deadline: Continuous

[Click Here to download an application](#)

- Enforces the laws and ordinances of the city and all other pertinent laws.
- Patrols assigned areas during a specific period on foot or in motorized police equipment.
- Checks doors and window and examines premises or unoccupied buildings or residences in order to detect any suspicious conditions.
- Investigates suspicious conditions and complaints and make arrest or persons who violate laws and ordinances.
- Accompanies prisoners to headquarters, jail or court and appears in court as arresting officer.
- Direct traffic and either arrests or gives violation tickets to those who break traffic laws.
- Checks automobiles parking in restricted areas as directed, give all possible assistance and prepare necessary reports.
- Maintains order in crowds and attends parades, funeral or other public gatherings.
- Observes for stolen cars and wanted or missing persons.
- Makes investigation and enforces city and state laws pertaining to juvenile offenders.
- Serves warrants, gives advice on laws, ordinances and general information to the public.
- Acts for police Master Police Officer or Sergeant in his absence as directed.
- Maintains records, prepares reports and performs related clerical duties.
- Perform related duties as required.

Requires: Must possess one of the following:

- 1) A Bachelor's Degree or higher from an accredited college or university**
- 2) An Associate's Degree with at least four (4) years combined law enforcement and/or military experience**
- 3) A High School Diploma with at least six (6) years combined law enforcement and/or military experience.**

Must possess a working knowledge of Microsoft Word, Outlook, Excel or similar software. Must possess a valid South Carolina driver's license. Must successfully complete SCCJA. For more information on what it takes to be a successful CPD candidate please visit www.charleston-pd.org